

## Test Administration Guidelines

The purpose of the MEAP tests is to accurately measure students' achievement in English language arts, mathematics, science, and social studies. To accomplish this purpose, school personnel administering the tests play a crucial role. Test administrators can minimize problems that interfere with testing students by addressing the following guidelines:

- Maintain the security of all testing materials before and after testing, and between testing sessions;
- Administer the tests in a manner consistent with established testing procedures;
- Establish testing conditions that prevent opportunities for students to engage in irregular behaviors (intentional or unintentional);
- Review student information completed on answer folders and the New Student Registration Form (if used) for accuracy;
- Communicate with the district MEAP coordinator if questions arise.

### Test Security

Test booklets (including Braille, large-print, and audio versions) are secure materials that must be carefully monitored. **MEAP test booklets and student answer folders are secure documents and may no longer be copied or retained in schools. They must be kept in locked storage both before and after testing. No person, other than students to be tested, shall be allowed to review or take the test.**

Three MEAP Test Security Compliance Forms are included in Section H of this handbook. Form A is to be signed by the district MEAP coordinator and superintendent and returned with testing materials to the MEAP Scoring Services. Form B is to be signed by each building MEAP coordinator and is to be kept on file by the district MEAP coordinator. Form C is to be signed by each MEAP test administrator and proctor and is to be kept on file by the district MEAP coordinator.

### Leaving the Room During Testing

Students may be allowed to go to the restroom during testing, but it is best not to make a general announcement to that effect. Only one student may leave the testing room at a time. Collect the test booklet and answer folder from the student upon leaving and redistribute them to the student upon returning. ***Test administrators must not leave a testing room unsupervised at any time.***

### Monitoring Test Administration

District and/or building MEAP coordinators should monitor testing sessions when possible to verify that instructions are carried out properly. Consider the following:

- Are students being allowed to work at their own pace?
- Are students' questions about the directions being answered before a testing session begins?
- Are test administrators only answering questions about test directions and not about specific items?

Test administrators and proctors are responsible for monitoring student activities during testing to make sure students are progressing through the tests and are not confused about directions. Consider the following:

- Are students marking their responses in the correct document (answer folder versus test booklet)?
- Are students marking their responses in the correct section of the answer folder?
- Are there a large number of erasures? Are students confused about the directions or having another problem?
- Are students doodling or marking randomly? Do they appear to be racing through the test? Remind them of the importance of the test results.
- Are any students distracting others? If so, they should be moved to a separate testing room.
- Are students working in the correct section of the test booklet? Students are not permitted to return to previously-administered sections of a test after a testing session is complete. Students may *not* revisit test answers *for any reason* after test booklets and answer folders have been collected.

### **Administrative Errors in Testing and Unethical Practices**

The “Unethical Practice” bubble on student answer folders is to be used to identify students who engage in an unethical practice. On November 9, 2004, the State Board of Education approved the Office of Educational Assessment and Accountability (OEAA) *Professional Assessment and Accountability Practices for Educators*. This document is available at the OEAA Web site ([www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)). This document establishes the “ground rules” for how each assessment is to be administered. It is recommended that the document be downloaded from the Web site and read in its entirety as it contains specific information for individuals based on assessment responsibilities.

School personnel should review this section prior to administering the assessments. Students should also be informed of appropriate assessment practices. Students should also be made aware of unethical assessment practices and the potential consequences. Inappropriate and unethical student assessment practices include any of the following instances:

- Communicate or collaborate in any manner with another student. This includes written, electronic, verbal, or gestured forms of communication.
- Copy another student’s answers, or requests or accepts any help from another person.
- Use any material or equipment that is not expressly permitted by the assessment administration manual.
- Answer an assessment question or any part of an assessment for another student, or provide assistance to another student before or while that student is taking a state assessment.
- Return to previously administered sections of the assessment after an assessment session is complete.
- Use a prohibited calculator, communication or information storage device (i.e., pager, cell phone, PDA, etc.).
- Engage in any other practice that has the intent of artificially affecting the student’s score or the score of another student.

All reasonable attempts should be made to redirect students with questionable activity. If the Assessment Administrator (or Assessment Proctor) observes a student who appears to be engaged in one or more of the unethical practices, the Assessment Coordinator should allow the suspected student(s) to finish the assessment and code the student's answer folder by filling in the "Unethical Practice" bubble. The Assessment Administrator is to immediately notify the building assessment coordinator of the suspected prohibited practice. An immediate preliminary investigation with appropriate documentation is to be conducted to determine if an unethical practice occurred. The District Assessment Coordinator can be a valuable resource in the preliminary investigation and should be notified about any unethical practice(s).

The principal is to then notify the student and his or her parent or guardian of the alleged prohibited practice and provide them with a chance to respond.

If the principal determines that the student has not engaged in a prohibited practice, as reported, and notifies the OEAA in writing within 20 school days of the last day of the assessment cycle, the assessment score(s) will not be invalidated, the OEAA will restore the affected score(s). If the principal does not notify the OEAA within the 20 school days, the score(s) will remain invalidated and the results will not be used for Merit Award purposes. Adequate Yearly Progress (AYP) requires the use of a valid assessment score. A student without a valid assessment score will be considered "not tested" for AYP purposes.